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NARRATIVE SUPPLEMENT TO THE CIA ARCHIVES AND RECORDS CENTER

MONTHLY STATISTICAL SUMMARY FOR DECEMBER 1968

356
257
40
25
653

1. Accessioning

During December the A&RC accessioned 356 cu. ft. of Inactive Office Records. These records were retired by:

DDP/FID	5 cu. ft.	DDS&T/OSI	2 cu. ft.
DDP/RID	85 " "	DDS&T/OCS	1 " "
DDP/TSD	5 " "	DDS&T/OSA	6 " "
DDS/OC	9 " "	DDS&T/OSP	35 " "
DDS/OP	28 " "		7 " "
DDS/OMS	1 " "	DDI/NPIC	32 " "
DDS/OS	34 " "	DDI/CRS	31 " "
DDS/OTR	2 " "	DDI/OER	9 " "
DDS&T/FMSAC	52 " "	DCI/CABLE SEC	4 " "
DCI/OLC	8 " "		

STATSPEC

For the second month in a row the volume of inactive office records accessioned has decreased. The total for the first 6 months of FY 1969 (3604 cu. ft.) is 794 cu. ft. less than the total for the first 6 months of FY 1968 (4,398 cu. ft.).

There were 237 cu. ft. of Supplemental Distribution items accessioned. These items consisted of 127 cu. ft. of maps, 61 cu. ft. of NIS and 49 cu. ft. of all other items. The NIS consisted of the following:

- 1 NIS Report was new - 1 cu. ft.
- *13 NIS Reports were Revisions - 60 cu. ft.

The volume of Vital Records accessioned during the first 6 months of FY 1969 (852 cu. ft.) is an increase of 171 cu. ft. over FY 1968 (681 cu. ft.).

The volume of Archives accessioned during the first 6 months of FY 1969 (144 cu. ft.) is a decrease of 1,053 cu. ft. under FY 1968 (1,197 cu. ft.).

The volume of Supplemental Distribution accessioned during the first 6 months of FY 1969 (1,710 cu. ft.) is an increase of 318 cu. ft. over the first 6 months of FY 1968 (1,392 cu. ft.).

Accessions of all categories during the first half of FY 1969 (6,310 cu. ft.) was 1,358 cu. ft. less than the total for the first half of FY 1968 (7,668 cu. ft.).

*The revision permitted the destruction of 23 cu. ft.

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~~SECRET~~2. Reference

There were 8,313 reference items pulled and forwarded to requestors. The reference activity averaged 391 items per work day. The total reference items for the first 6 months of FY 1969 (58,994 cu. ft.) is 927 less than the total for the first 6 months of FY 1968 (59,921 cu. ft.).

3. Disposition

Disposition action was taken on 2,905 cu. ft.; 2,035 cu. ft. were destroyed at the Center and 870 cu. ft. were transferred. The disposition actions to the inactive office records amounted to 1,706 cu. ft., these records were originally retired by:

Component	Destroyed	Transferred
DDS/OP	70 cu. ft.	12 cu. ft.* <i>DDS-18</i>
DDS/OL	85 " "	
DDS/OF	71 " "	
DDS/OS		6 " " *
ODDI		9 " " *
DDI/OBGI	150 " "	20 " " *
<i>STATSPEC</i>	6 " "	
DDI/CRS	484 " "	
DDI/OER		2 " " *
DDI/OCI		2 " " *
DDP/TSD		4 " " *
DDP/RID	31 " "	56 " " **
DDP/FID	5 " "	
DDS&T/FMSAC	390 " "	295 " " ***
DDS&T/OSI		2 " " *
DCI/AUDIT		3 " " *
ODCI		3 " " *

1292

*Transferred back to the originating component to be destroyed, reactivated or screened and retired to the A&RC as a new accession.

**1 cu. ft. of this 56 was transferred to the Agency Archives.

***Transferred to [redacted] The Department of Defense has tasked [redacted] to maintain a telemetry analog library. This library will be available to all members of the Intelligence Community, and this contribution by the Agency will fill in the gaps.

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It is difficult in most instances for the A&RC to determine which of these disposition actions were a part of the Purge and which were routine disposition actions that would have been destroyed without the Purge. However, the 138 cu. ft. authorized by QBGI, the 434 cu. ft. authorized by CRS, and the 685 cu. ft. authorized by FMSAC was a direct result of the Purge.

Most of the disposition action taken on the Supplemental Distribution items (410 cu. ft. transferred and 712 cu. ft. destroyed) was authorized by QBGI as a result of the Purge. 400 cu. ft. of NIS tab cards were transferred to Army Map Service and 675 cu. ft. of NIS reports were authorized for destruction.

The total disposition actions for the first 6 months of FY 1969 (6,783 cu. ft.) was 2,463 cu. ft. more than the first 6 months of FY 1968 (4,320 cu. ft.).

4. Archives

The Archives received 100 cu. ft. of Agency and Foreign Government produced intelligence reports. These reports are currently being checked with the Archival holdings, and many of the reports are needed to fill in gaps in the Archives. Duplicate reports are destroyed.

The Archives personnel, as time permits, are pulling together source documents for the history of Records Management in the Agency.

NPIC requested 386 documents from Supplemental Distribution to be included in the Johnson Presidential Library.

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6. Total Holdings

There was a net decrease of 2,247 cu. ft. to the total holdings. This caused a decrease of 469 cu. ft. in the holdings over the first half

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of FY 1969 as opposed to an increase of 3,348 cu. ft. over the first half of FY 1968. The total at the end of December was 103,904 cu. ft.; 84,653 cu. ft. at WTC and 19,251 cu. ft. at Suitland.

7. Visitors

		OS History Writer	2 days	
				25X1A9a
2	SSS	Attending Trends & Highlights		
51	DDS Trends & Highlights	Briefing & Tour		
				25X1A9a
3	ODDI	Visited		
2	NE	Records Purge		
1	RAB	Visit		25X1A9a
2	OPPB	Review Records		
2	RID	File VR		
2	NE	Purge Records		
1		Purge Records		25X1A
3	TSD	Vital Records		
2	RID	File VR		
1	OC	Review Records		
1	FI	VR Survey		
1	DDP/CA	Review Records		
1	RAB	Review Programs		
1	DDP/CA	Check for TS Records		
1	EUR	Purge Records		

8. General

1. The [] Engineering Division has completed the drawing and specifications on the modifications needed to correct the "Water Problem". The [] Procurement Division is currently obtaining bids from local contractors.

2. [] has asked Real Estate and Construction Division at Headquarters for permission to cancel the alarm contract with Mosler and have Mosler remove the system. However, Mosler people continue to work on the system.

3. During December 6 people representing 3 components visited the A&RC as a result of the Records Purge.

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